



MILTON PUBLIC LIBRARY | BOARD OF TRUSTEES

Monday, March 1, 2021, 6:30 p.m.

Zoom Teleconference

Dial in at 1-312-626-6799 and enter meeting ID 837 5671 6103 and Passcode: 698258

Weblink:

<https://us02web.zoom.us/j/83756716103?pwd=TUJ3dGJlczNlb2JWYXVHVzJLYUtJZz09>

PLEASE NOTE: In-person attendance by members of the public temporarily prohibited due to COVID-19 physical distancing protocols pursuant to the Rock County Health Departments Reopening Phased Plan, dated May 21, 2020, which discourages public gatherings. Members of the public may monitor this meeting at <https://us02web.zoom.us/j/83756716103?pwd=TUJ3dGJlczNlb2JWYXVHVzJLYUtJZz09>

Any person who is unable to access the meeting via the internet link may call 1(312) 626-6799 and enter Meeting ID: 837 5671 6103 to monitor the meeting via telephone.

AGENDA

1. Call to Order
2. Approval of Agenda
3. Approval of Minutes: February 1, 2021
4. Approval of Expenditures for February 2021
5. Director's Report
6. Report on ALS activities
7. TAB President's Report
8. New Business
 - a. Discussion and possible action on approving the 2020 Wisconsin Public Library Annual Report
 - b. Discussion and possible action on approving Circulation Policy
 - c. Discussion and possible action on approving WiFi Policy
9. General Items
 - a. Story Gardens update
10. Next meeting: Monday, April 5, at 6:30 p.m.
11. Motion to Adjourn
12. Adjournment

**PROCEEDINGS OF THE
MILTON PUBLIC LIBRARY
BOARD OF TRUSTEES
February 1, 2021**

Call to Order: The meeting was called to order at 6:32 p.m. by President Annette Smith. Present: Rusch, Director Kunkel, Collins, Stricker, Schuetz, and TAB President, Emily M. Absent: Tupper and Dean.

Approval of Agenda: Collins moved approval of the agenda, seconded by Stricker. Motion pass unanimously.

Approval of Minutes: Rusch moved approval of the minutes of the meeting on January 4, 2021 as distributed, seconded by Collins. Motion pass unanimously.

Approval of Expenditures: Kunkel highlighted the first of two TEACH payments, annual maintenance costs for RFID equipment (pads and self-checkout), and the annual participating library payment to Arrowhead Library System. Stricker moved approval of the expenditures, seconded by Collins. Motion pass unanimously.

Director's Report: Kunkel mentioned that the library received donations in memory of a library patron. The library is officially fine free with juvenile and young adult materials. Ashlee, Jayme, and Marijka are participating in Project READY through DPI and staff members attended various webinars through the Wild Wisconsin Winter Web Conference. Kunkel mentioned that she is working with the Milton House Museum to create an Underground Railroad book collection. Kunkel also included positive comments about the library obtained through a Library Stories survey. Kunkel also shared 2020 statistics, including circulation, library visits, curbside, and computer usage.

Arrowhead Library System Report: Conversation about the Hoopla contract, Rock County Jail resource purchases, 2020 statistics, and that Lakeshores Library System is looking to collaborate with Arrowhead Library System for marketing and PR expertise.

TAB President's Report: TAB met January 26. They discussed possible book purchases, upcoming programs, and hosted an Among Us program. Emily is working with a local woodworker to create a Little Free Library.

Discussion and possible action on approving the 2020 Wisconsin Public Library Annual Report: Kunkel shared a draft of the 2020 annual report. Kunkel will revisit the programming numbers with additional guidance from DPI. No action taken.

Discussion and possible action on approving Circulation Policy: First reading.

Discussion and possible action on approving WiFi Policy: First reading.

Discussion and possible action on waiving all fines from overdue juvenile and YA Milton materials from Milton patrons' accounts: After discussion, Rusch moved to waive fines currently on Milton patrons' accounts from juvenile and YA materials. Stricker seconded. Motion pass unanimously.

General Items

Story Gardens update: Kunkel and Inga Cushman have submitted a grant through SpaceSaver for funding of the walking path. Notecards are still available.

Motion to Adjourn: Collins moved adjournment at 7:15 p.m., seconded by Schuetz. Motion pass unanimously.

Next meeting: Monday, March 1, at 6:30 p.m.

Respectfully submitted,
Ashlee Kunkel

**Library Expenditures
January 2021**

Amazon: Books & AV & Office Supplies	\$64.28
Baker & Taylor Books & AV	\$1,816.67
Corporate Business Services	\$50.65
Demco Book Supplies	\$106.68

CITY OF MILTON
 DETAIL REVENUES WITH COMPARISON TO BUDGET
 FOR THE 2 MONTHS ENDING FEBRUARY 28, 2021

FUND 225 - LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>INTERGOVERNMENTAL REVENUES</u>					
225-43570 ROCK COUNTY LIBRARY AID	.00	.00	94,175.00	(94,175.00)	.00
225-43720 OTHER COUNTY AID	1,155.00	1,155.00	5,143.00	(3,988.00)	22.46
TOTAL INTERGOVERNMENTAL REVENUES	1,155.00	1,155.00	99,318.00	(98,163.00)	1.16
<u>PUBLIC CHARGES FOR SERVICE</u>					
225-46710 LIBRARY FINES	.00	503.58	10,546.00	(10,042.42)	4.78
225-46720 RENT PAYMENT	1,166.67	2,333.34	14,000.00	(11,666.66)	16.67
TOTAL PUBLIC CHARGES FOR SERVICE	1,166.67	2,836.92	24,546.00	(21,709.08)	11.56
<u>SOURCE 48</u>					
225-48520 LIBRARY DONATIONS	2,570.00	2,570.00	.00	2,570.00	.00
225-48550 BUILDING DONATIONS	.00	50.00	.00	50.00	.00
TOTAL SOURCE 48	2,570.00	2,620.00	.00	2,620.00	.00
<u>SOURCE 49</u>					
225-49200 TRANSFER FROM GEN FUND	.00	.00	296,081.00	(296,081.00)	.00
TOTAL SOURCE 49	.00	.00	296,081.00	(296,081.00)	.00
TOTAL FUND REVENUE	4,891.67	6,611.92	419,945.00	(413,333.08)	1.57

CITY OF MILTON
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 28, 2021

FUND 225 - LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>LIBRARY</u>					
225-55110-110 SALARIES	8,662.16	12,701.42	117,645.00	104,943.58	10.80
225-55110-120 HOURLY WAGES	7,996.88	12,352.66	106,226.00	93,873.34	11.63
225-55110-150 FICA	1,268.84	2,542.78	17,127.00	14,584.22	14.85
225-55110-151 RETIREMENT	1,095.40	2,186.47	14,816.00	12,629.53	14.76
225-55110-152 HEALTH/DENTAL/LIFE	945.22	1,896.29	24,902.00	23,005.71	7.62
225-55110-190 TRAINING	.00	.00	4,700.00	4,700.00	.00
225-55110-211 POSTAGE	.00	.00	358.00	358.00	.00
225-55110-240 EQUIPMENT MAINTENANCE	.00	648.50	5,082.00	4,433.50	12.76
225-55110-241 COMPUTER SERVICES	.00	.00	3,500.00	3,500.00	.00
225-55110-242 ARROWHEAD LIBRARY	.00	19,073.81	19,074.00	.19	100.00
225-55110-310 OFFICE SUPPLIES	.00	147.46	3,800.00	3,652.54	3.88
225-55110-313 PROMOTIONS	.00	.00	1,500.00	1,500.00	.00
225-55110-320 MEMBERSHIPS/SUBSCRIPTIONS	.00	48.47	2,000.00	1,951.53	2.42
225-55110-324 LIBRARY MATERIALS	.00	1,880.95	22,000.00	20,119.05	8.55
225-55110-328 LIBRARY MATERIALS - AV	.00	.00	13,000.00	13,000.00	.00
225-55110-330 VEHICLE OPERATION & MAINT	.00	.00	150.00	150.00	.00
225-55110-360 PROG SUPPLYS -BOOK SALE PROCDS	.00	82.80	.00	(82.80)	.00
225-55110-811 OFFICE EQUIPMENT	.00	.00	4,750.00	4,750.00	.00
TOTAL LIBRARY	19,968.50	53,561.61	360,630.00	307,068.39	14.85
<u>LIBRARY BUILDING</u>					
225-55120-110 SALARIES	.00	.00	181.00	181.00	.00
225-55120-120 HOURLY WAGES	1,687.76	2,224.39	22,247.00	20,022.61	10.00
225-55120-125 OVERTIME WAGES	.00	.00	400.00	400.00	.00
225-55120-126 SEASONAL LABOR	.00	.00	400.00	400.00	.00
225-55120-150 FICA	125.86	179.24	1,746.00	1,566.76	10.27
225-55120-151 RETIREMENT	60.20	67.97	445.00	377.03	15.27
225-55120-152 HEALTH/DENTAL/LIFE	193.96	193.96	1,783.00	1,589.04	10.88
225-55120-220 UTILITIES	3,232.14	3,232.14	26,248.00	23,015.86	12.31
225-55120-230 STORMWATER UTILITY	.00	.00	465.00	465.00	.00
225-55120-240 EQUIPMENT MAINTENANCE	.00	.00	2,500.00	2,500.00	.00
225-55120-314 CLEANING AND MAINTENANCE	.00	58.48	1,000.00	941.52	5.85
225-55120-350 REPAIR & MAINTENANCE SUPPLIES	172.08	262.02	1,900.00	1,637.98	13.79
TOTAL LIBRARY BUILDING	5,472.00	6,218.20	59,315.00	53,096.80	10.48
TOTAL FUND EXPENDITURES	25,440.50	59,779.81	419,945.00	360,165.19	14.24
NET REVENUES OVER EXPENDITURES	(20,548.83)	(53,167.89)	.00	(53,167.89)	

Director's Report

Staff planning for spring and summer programs. Most likely we'll continue virtual programs but will also try some outdoor programs this summer.

Some 2021 goals:

1. Work with the Milton College Preservation Society to begin making their resources and materials more discoverable to the community. We house a lot of their materials, but nothing has been done with them in the last 4 years, and it's unknown how much longer the Preservation Society will be around.
2. Create an Underground Railroad collection in collaboration with the Milton House Museum to give community members better access to information about the Underground Railroad and Black history.
3. Get creative with library spaces. It will be a while before we're the bustling community center we were before COVID-19. We need to reimagine how the various spaces in the library can be safely used by patrons and staff. For example, the mini store front area may temporarily become study pods or an art gallery.
4. Complete DPI's Inclusive Services and Assessment Guide to ensure that our space and services are inclusive for everyone.
5. Expand/move the Friends of Milton Public Library book sale space. It's our goal to move the current book sale space to the room next door so we can have it open on a more regular basis and be compliant with fire inspection guidelines (two exits). Having this space will bring in more revenue to the Friends, and in turn, more revenue to the library.

More Library Stories responses:

- I order books on their website from the research I do, they arrive, I am notified via email, I PM them a message when I'd like to pick them up, and they're ready. Just like magic. My library godmothers!
- I'm an artist who creates fantasy sculptures and models. I was researching the best books for illustrations of the buildings in Dickens' "A Christmas Carol". I found only 2 books with the illustrations I sought, but one book was over \$30 and I didn't want to spend that much money. I couldn't find the book in the library system but I saw its cover on a UK website. I PMd a screenprint of the cover to the library and they found the book for me. Perfect!!
- I moved to Milton about 5 years ago, and access to the library was a great way to feel like a part of the community. My husband and I were able to volunteer for a program a while ago, and giving back while gaining a great perspective on our new home was great! We love the library!
- The wonderful staff who take the time to put together such fun activities for my 4 kids! They helped us save money and budget better by offering free books and movies to rent.

2/3/21	Virtual Storytime	Children (0-11)	Group attending	Live virtual	12	
2/3/21	SPARK To-Go: Feed the Birds	Children (0-11)	Individual Participants	Pre-recorded	11	
2/3/21	Alien From Planet ? Kits	Children (0-11)	Individual Participants	Pre-recorded	16	
2/5/21	Harmony K Storytime	Children (0-11)	Group attending	Pre-recorded	55	
2/9/21	American Lives	Other (all ages)	Group attending	Live, virtual	10	
2/10/21	Virtual Storytime	Children (0-11)	Group attending	Live virtual	10	
2/12/21	4K (Google Meet)	Children (0-11)	Group attending	Live virtual	85	
2/16/21	Mystery Book Club	Other (all ages)	Group attending	Live virtual	10	
2/17/21	Virtual Storytime	Children (0-11)	Group attending	Live virtual		
2/19/21	Harmony K SPARK	Children (0-11)	Group attending	Pre-recorded	55	
2/20/21	StoryWalk	Children (0-11)	Individual Participants	In-person		10
2/24/21	Virtual Storytime	Children (0-11)	Group attending	Live virtual		
2/18/21	Proctoring	Other (all ages)	Individual participants	In-person		1
2/18/21	Abraham Lincoln and the Abolitionists	Other (all ages)	Group attending	Live, virtual	22	
2/23/2021	Teen Advisory Board	Young Adult (12-18)	Group attending	Live, virtual	11	
2/24/2021	Red Cross Youth Club	Young Adult (12-18)	Group attending	Live, virtual	4	



Circulation Policy

The Milton Public Library (MPL) is a member of the Arrowhead Library System (ALS), which serves seven public libraries in Rock County, Wisconsin. The Library maintains a Circulation Policy and applicable procedures to ensure that all patrons are provided with consistent and equitable services from Library staff members and that every patron has clear expectations of their rights.

A. ELIGIBILITY

1.1 Residents of the City of Milton

Any resident or property owner of the City who has not abused library privileges may obtain a library card.

1.2 Residents of Rock County outside the city limits

Township property owners and those township residents living outside the city limits who have not abused library privileges may obtain a library card. Furthermore, Rock County residents who have not yet registered with their home library within ALS may obtain a card with proper identification and proof of address.

1.3 Residents of Lakeshore Library System (LLS)

Residents of the Lakeshores Library System may use their library cards at Milton Public Library. Those who have not yet registered with their home library may be issued Milton Public Library card with proper identification and proof of address.

1.4 Transient Situations

Adults and children who are in transient situations, such as shelters or temporary housing, are eligible for a temporary library card. Temporary cards are set to expire in three months. When the card expires, they will be asked to update all information including an address and phone number. For patrons without a permanent address, staff will accept a letter from a shelter or a piece of mail for verification purposes. Patrons may check out a total of eight items at one time.

1.5 Summer Residents

Summer residents owning property who are paying taxes in the county may obtain a library card under the same guidelines as year-round residents.

1.6 Others

Residents from library systems outside of ALS and LLS may be issued a library card with approval from the Library Director.

B. REGISTRATION AND BORROWING PRIVILEGES

All borrowers must be registered and have a library card in good standing to borrow library materials. Materials cannot be checked out until a library card is issued.

Patrons must fill out an application form to register for a new library card in person, at the library. Exceptions can be made for people who are disabled and unable to come to the library. The following statement will be printed on the registration form for the patron's information and acceptance:

I agree to be responsible for borrowed materials under their name, to pay fines for overdue items, and to pay for the replacement of damaged, lost, or stolen items. The Milton Public Library assumes no responsibility for internet use by children. It is the right and responsibility of the parent or guardian.

Your Signature _____

Identification is required for card registration. A valid government issued photo is mandatory. Valid forms of ID include: driver's license, state identification card, student identification card, child safety card, military identification card, social service card, and passport. If no current address is available, a recent non-personal piece of mail may be acceptable.

All patrons, adult and juvenile, are expected to bring their library cards with them if they intend to check out items. A valid government issued photo ID is also acceptable. An individual without a library card or photo ID will be denied the privilege of checking out materials until they present their card at the library.

A patron may allow another person (i.e., spouse or children) in good standing with the library to use his/her library card to check out materials, but the library card holder will be held responsible for all items charged to his/her card regardless of who the borrower is.

A patron will not be allowed to use another person's library card to avoid paying fines assessed against his/her own card. Furthermore, if an adult patron has fines over \$10.00, he or she cannot use their child's card to check out adult materials. Only children's materials may be checked out under the child's card.

1.1 Youth Registration (0-15)

A parent or guardian may obtain a library card for their child by providing a valid form of identification and proof of current address and signing the registration card. The parent/guardian assumes responsibility for all materials and any fines incurred through the use of the child's card. The child must be present at the time of registration. If the parent/guardian indicates that they do not wish their child to have a library card, the card will be made inactive with notation in the child's account.

The Library Director retains the right to modify the registration process for youths in situations where the above policy does not apply.

1.2 Organizations

City of Milton community organizations, schools, and local businesses may be issued organizational borrowers' cards for use by authorized individuals. The head of the organization must sign the application form and supply acceptable identification for the organization and a list of authorized individuals. The organization, school, or business assumes responsibility for any library materials checked out on the card. All rights and responsibilities held by individual card holders will be assumed by organizational card holders.

C. LOST/FORGOTTEN CARDS

If a patron loses his/her library card, he should notify the library as soon as possible and request a replacement. The cost for a replacement card is \$2.00. To replace a lost or stolen card, library staff will require documentation sufficient to establish the patron's identity and place of residence.

D. LOAN PERIODS AND RENEWALS

- Books, audiobooks, magazines and music CDs circulate for 3 weeks.
- Current issues of periodicals do not circulate.
- Jackpot, The SPARK Mini Makers, Emmy's Early Lit Kits, and Sitter Sacks, circulate for 2 weeks. Jackpot items cannot be renewed.

- Generally, DVDs containing 1-2 discs circulate for 1 week while DVDs containing 3 or more discs circulate for 2 weeks.
- Generally, reference books do not circulate. Upon request, some reference materials may be checked out overnight.
- Interlibrary Loans (or items obtained from outside the ALS and LLS systems) have a 3-week check out period, with exception of book club requests. Patrons must make any renewal requests at least 2 days in advance of due date, so that the owning library may be contacted. Patrons may request up to five ILLs per week.

With the exception of DVD checkouts, there is no limit on the number of items a patron can borrow at one time. A cardholder may have up to 8 Milton DVDs checked out at one time. Different rules may apply to library cards issued to organizations.

Items may be renewed three times unless a hold has been placed on the item. Items can be renewed in person, by phone, or online. Renewals are granted for the length of the item's loan period based on the calendar date on which the item is renewed. Loan periods may be extended for special circumstances at the discretion of Library staff.

The Library Director may establish the loan period for special collections or materials which are temporarily in great demand.

The library reserves the right to limit checkouts at any time.

E. FINES AND CHARGES

Milton Public Library has established the following schedule of fines and fees:

- There are NO FINES on juvenile and young adult materials, including Family, YA, and Children DVDs.
- All adult materials, including adult DVDs, have a fine of 25 cents a day.
- Milton Public Library items do not have a grace period.

Maximum fine accrual for an individual item is \$5.00.

A first overdue notice is sent 7 days after the material is due. A second notice is sent 14 days after the due date, and a third notice is sent 21 days after the due date. After 28 days, a bill is sent by mail for the replacement cost of the material. The first, second, and third notices are sent by email or automated phone call, as designated by patron.

Patrons who have over \$9.99 in fines or fees shall be denied borrowing privileges until those fines are paid for, overdue materials are returned or paid for, and/or if lost and/or damaged items are paid for.

Patrons who pay for a lost item are not required to pay the late fees accrued for the item.

No refunds will be issued if a lost item is found after a replacement cost is paid.

Patrons may, with the permission of Library Director, be allowed to work off overdue fines at the library.

F. RESERVES/HOLDS

Reserves may be placed by patrons either in person, over the phone, or online. Patrons will be notified by email, automated telephone message, or text message when the materials are available. There is no charge to the patron for placing a reserve or for interlibrary loan services.

Patrons are allowed to pick up holds for other patrons, after library staff has been notified. However, patrons will not be allowed to utilize this service when their own card has a block due to unreturned materials and/or excessive fines.

If a patron cannot pick up their holds during regular library hours, they may use the Book Lockers available in the Library's lobby. Please see the Book Locker Policy.

G. DAMAGED MATERIALS

A patron must pay for the replacement cost for any damaged or lost item. The Library Director will assess the extent of the damage and determine whether a replacement copy is needed. The patron will be charged the current list price of the book. The library will not accept a replacement copy from the patron for the damage item.

H. THIEF OF LIBRARY MATERIALS

As specified in Wisconsin State Statute 943.61, "Whoever intentionally takes and carries away, transfers, conceals or retains possession of any library material without the consent of a library official, agent or employee and with intent to deprive the library of possession of the material may be penalized as provided in sub. (5).

The Milton Public Library adheres strictly to all sections of this Statute regarding the thief of library materials.

I. CONFIDENTIALITY

As specified in Wisconsin Statutes 43.30, "records of any library which is in whole or in part supported by public funds, including the records of a public library system, indicating the identity of any individual who borrows or uses the library's documents or other materials, resources or services may not be disclosed except by court order or to persons acting within the scope of their duties in the administration of the library or library system, to persons authorized by the individual to inspect such records, or to libraries authorized under subs. (2) and (3)."

The Milton Public Library adheres strictly to all sections of this Statute regarding the protection of the confidentiality of its users.

Reviewed and Approved: 7/15/07

Reviewed and Approved: 1/21/2009

Amended: 2/16/2011

Amended: 1/18/2012

Amended: 1/23/2013

Amended: 12/3/2018

Amended: 3/4/2019



Wi-Fi Policy

The Milton Public Library provides unfiltered Wi-Fi to library patrons. When using the Wi-Fi, patrons must respect the following policy, rules, and regulations:

The Library does not require patrons to register or use a password to access the Wi-Fi. Patrons desiring to utilize the Library's Wi-Fi must have a portable computing device.

Wi-Fi is accessible within the library and outside on library property.

The Library does not provide portable computing devices for patrons to use and does not provide extensive technical assistance to patrons using their own portable computing device.

There is no guarantee that a wireless connection can be made or maintained.

The Library's Wi-Fi does not provide a secure connection. Patrons use the Library's Wi-Fi at their own risk. The Library encourages patrons to use virus protection, a personal firewall, and other measures to protect personal information from disclosure. Patrons using their portable computing devices are solely responsible for protecting their personal information and assume all risks of an invasion of privacy or disclosure of personal information that may occur when using the Library's Wi-Fi.

The Library's Wi-Fi *does* include the ability to print documents on library printers. Patrons desiring to print documents from a personal device should ask for assistance or visit the library's website for more information.

The Milton Public Library is not responsible for any loss of information or damage that may occur, either directly or indirectly, to any personal equipment or data.

The library internet service may not be used for illegal or unethical activity. Patrons utilizing the Library's Wi-Fi are expected to act in a lawful and respectful manner and comply with all other policies of the Milton Public Library, including, but not limited to, the Internet Policy.